



## **Missing Child Policy**

At Kilcreggan ELC we believe that the safety and security of our youngest learners is paramount. It is everyone's responsibility to ensure that children are safe, secure, and protected from harm whilst exploring their locality and upholding their outdoor entitlement.

*'Children require a balance of independence, risk, new experiences, familiar routines, support and connections. When these needs are met, children will play and learn because they feel safe and secure.'* Care Inspectorate

The UNCRC supports children's safety and wellbeing through Article 6 and 19.

*'I should be supported to live and grow.'*

*'I have the right to be protected from being hurt or badly treated.'*

To reduce the risk of children going missing within our establishment or our community, we have the following documentation and procedures in place.

These are regularly reviewed:

### **1. Risk Assessments**

- Interior
- Exterior
- Individual ASN

### **2. Staff Roles and Responsibilities**

- When accessing outdoors, a staff member is present
- Grounds are security checked by staff to ensure all gates are closed
- Children are given responsibility for playing a role in their own safety by 'sticky toes' assessment
- Regular head count of children takes place
- Regular communication with staff member inside and outside



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- Safety concerns are reported to HT/janitor e.g. perimeter fencing damage
- Permission forms are taken on trips
- Any relevant medication carried by staff
- Parent helpers are organised to support
- Provide Hi-Viz vests for all adults and staff
- Follow SAMOA guidance
- Report immediately any missing child to HT or in their absence, PT
- Note time reported

### **3. Procedures should a child be identified as missing in our establishment**

- Gather all other children indoors
- A general sweep of the area where the child was last seen to be carried out to be followed by sweep of all other areas
- Inform HT/PT/Janitor who will support wider search of school, grounds and surrounding areas
- After 10 mins has passed and no sign of the child, office staff will be instructed to call the Police on 999 and then the parent
- HT will inform Early Years Team of incident
- CI will be informed
- Review Risk assessment and carry out any outcome recommendations

### **4. Procedures should a child be identified as missing in the community**

- Gather all other children together in one safe place
- A general sweep of the area where the child was last seen to be carried out to be followed by a wider sweep
- Practitioner will call the school and inform HT/PT/Janitor who will respond by coming to the area of the community
- After 5 mins has passed and no sign of the child, Practitioner/HT call the Police on 999
- A call will then be made to the school and Office staff instructed to call parent
- HT will inform Early Years Team of incident
- CI will be informed
- Review Risk assessment and carry out any outcome recommendations



**Kilcreggan Early Learning and Childcare Centre**



**Summary of Action**

**Establishment**